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24 October 1984

MEMORANDUM FOR: Chief, Administrative Staff, DDS&T

FROM:
Chief, Support Branch, OD&E

SUBJECT: Employee Workspace Standardization

REFERENCE: DDS&T-769-84

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1. The standard workspace drawings forwarded with reference appear to be satisfactory in their individual designs; however, they do present some immediate concerns that we wish to settle before committing to total acceptance. Following are some issues that we feel merit further consideration:

- (1) Furniture types, sizes, and configurations must be discussed in greater detail. We also wish to view the furniture that is planned for use in the new building.
- (2) We have supervisors below GS-14 that require private offices with full height partitions.
- (3) Square footage of individual workspaces appears adequate, but total gross square footage of entire office area must be established and designed to insure that sufficient non-people and special purpose work space is being provided.

2. At this time we can foresee the need for 6 Workstation L's, one each to accommodate our six groups. Their purposes would be for situating one light table, three map and draft tables, and two "J" size drawing tables. All tables will be individually located in a one-person office for which 150 square feet should be adequate.

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